

3 February 1998

Maintenance



MUNITIONS INVENTORY PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes 434 ARWI 21-5, 9 Feb 96

Pages: 2
Distribution: F

This instruction establishes procedures for completing all munitions inventories. This wing instruction applies to all 434th Air Refueling Wing personnel who maintain munitions inventory. It implements AFRPD 21-2, *Nonnuclear and Nuclear Munitions*. Reference: AFI 21-202, Chapter 3, *Combat Ammunition System Procedures*.

SUMMARY OF REVISIONS

This revision updates current references, changes paragraphs 4, 5, and 5.1.1, and deletes paragraph 8. A (I) indicates revisions from the previous edition.

- 1. Responsibilities.** It is the responsibility of all personnel who maintain munitions to be knowledgeable of the procedures listed in this instruction.
- 2. Location of Operations.** Any munitions location, whether it is the Munitions Storage Area or any other licensed location.
- 3. Personnel Requirements.** The minimum amount of personnel needed to complete the inventory.
- 4. Munitions Accountable Systems Officer (MASO).** The Munitions Accountable Systems Officer is responsible for all of the munitions assigned to the 434 ARW. The MASO ensures accountability and serviceability, whether the munitions are Munitions (FV) Stock or issued to Custody Accounts.
- 5. Inventory Procedures.** All munitions items in (FV) Stock are inventoried semi-annually. Schedule these items for inventory as early as possible during the months of March and September, using the

CAS-B Inventory Request & Inventory Count List. Document the inventory using the inventory input screen.

5.1. Inventory Procedures for Custody Accounts:

5.1.1. Conduct semi-annual inventories of the assigned Custody Accounts. Inventory Security Police Squadron, Combat Arms Training, Maintenance, and Life Support, quarterly. The responsible custodians and a representative from the Munitions Section conduct the inventories, using a current Custody Account Listing & Inventory Count List. Review these forms for signatures of the custodian (primary or alternate), the organizational commander signature (or person designated in writing) and approval by the MASO or designated representative. Place these forms in the Munitions Account folders when completed.

5.1.2. The custodian and organizational commander review the AF Form 68, **Munitions Authorization Record**, for currency and updates if needed, and forward to MASO for review and approval.

6. Inventory Discrepancies. Investigate and correct discrepancies discovered during any of the inventories, in accordance with the instructions in the above listed references.

7. Custodian Responsibilities. Custodians provide the necessary documentation as directed by MASO and applicable directives.

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Commander